

MGH Lyft Account Set Up

Mercy General Hospital's Lyft program is ran by the Employee Transportation Coordinator (ETC), Steven Hansen, who can be reached by phone at (916) 453 - 4408 or email: steven.hansen@dignityhealth.org

There is a rolling Lyft information booth every third Tuesday in Kondos Hall from 10 am to 12 noon.

In order to utilize Lyft for off-site transportation purposes, you will need the following to set up your account:

Smartphone (Lyft services still available for those without)

Personal Lyft account

Creation of a business profile using your work email (invite will be sent after you contact the ETC)

Credits (activated after business profile is created)

Step 1: Download the Lyft app (skip to step 3 if you already use Lyft)

Can be found in the app store by searching "Lyft"; be sure you do **not** download the Lyft Driver app

Step 2: Create a personal account

This can all be done within the app

You will need to enter the following: Name, personal email, mobile number, payment to keep on file

Step 3: Create a business profile to receive credits

An invite will be sent to your work email to create the profile after the ETC is contacted

A link will take you to Lyft's website, enter your mobile number to receive code

Enter the code sent to you into the website to create the business profile

You will **not** need to enter a payment option, this can be skipped by exiting the website

NOTE: If you are a new employee and unable to access your work email until after your start date, a code can be used for short term access until work email access is available

Step 4: Credits

These are automatically activated once the business profile is complete

Only active in approved coverage areas: main off-site lot, two RT stations, additional parking & non-parking locations

Credits are not active on weekends & holidays, parking in the garage is free to those who park off-site; just show your hangtag to the booth attendant upon leaving

How-tos and off-site locations listed in tutorial